

LANCASTER COUNTY VAN DRIVER

NATURE OF WORK

This is responsible work in the operation of vans and related motor vehicles in the transportation of persons with medical or developmental disabilities.

Work involves responsibility for the safe operation of vans and related motor vehicles used in the transportation of residents or clients. Work also involves maintaining passenger discipline and assuring passenger safety; maintaining mileage, vehicle service and related records. An employee in this class is expected to have knowledge of and comply with all laws and regulations concerning the operation of motor vehicles. Supervision is received from an administrative superior with work being reviewed through the safe and satisfactory operation of vans and related vehicles.

EXAMPLES OF WORK PERFORMED

Maintain mileage and vehicle service records and prepare reports as required.

Monitor and maintain appropriate fluid levels for gas, oil, brakes, etc.; inform supervisor when maintenance and repairs are needed and make arrangements for repairs.

Wash and clean vans and related motor vehicles.

Assist ambulatory and non-ambulatory clients in and out of van; load and unload passengers in wheelchairs; use proper procedures for safe operation of wheelchair lift and tiedowns.

Assure passengers are wearing seat belts and remain seated when vehicle is in motion; maintain passenger discipline to ensure orderly and safe driving and riding conditions.

Provide verbal or written input to facility personnel concerning passenger transit abilities and potential needs.

Operate vans and related motor vehicles in compliance with all laws and regulations relating to the operation of motor vehicles.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of all laws and regulations pertaining to the operation of motor vehicles.

Knowledge of driving courtesy and defensive driving principles.

Some knowledge of the city street system and office locations.

Some knowledge of the needs of persons with medical or developmental disabilities.

Ability to perform heavy lifting.

Ability to understand and carry out oral and written instructions.

Ability to establish and maintain effective working relationships with persons with medical and developmental disabilities, the elderly, coworkers and the general public.

Ability to perform general first aid interventions.

Skill in the operation of vans and related motor vehicles.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent with experience in the operation of motor vehicles and the transportation of persons with medical or developmental disabilities.

MINIMUM QUALIFICATIONS

Completion of junior high school with experience in the operation of motor vehicles or any equivalent combination of training and experience which provides the desirable knowledges, abilities, and skills.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid State of Nebraska driver's license when operating a County vehicle is required.

Employees in this class working at Lancaster Manor must meet such physical and health requirements necessary for employment in a licensed nursing facility as required by the State of Nebraska.

Approved by: _____
Personnel Director

Revised: 4/00

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